

Recording Secretary



Job Code: 1131
Grade: 125
Reports to: Community Planning Director
Salary Range: \$42,322 - \$64,768
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs a high level of complex specialized clerical work in the preparation and maintenance of official records, which may require data entry, processing, filing legal documents, and computer research; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification reviews and processes a wide variety of official records, board minutes, and/or legal documents in accordance with State Statutes, rules, and regulatory requirements. Considerable independent judgment is required at this level within the parameters of departmental guidelines, policies, and procedures. Work is performed under general supervision and assignments are made orally or in writing, with work being reviewed through observation of results obtained, conferences and performance evaluations.

ESSENTIAL FUNCTIONS

Preparing and maintaining agendas, minutes, and official City records; providing clerical assistance to City officials.

EXAMPLES OF WORK

- Attends regular and special meetings of Planning Commission or City Council, takes and transcribes minutes of proceedings.
- Prepares copies of minutes and distributes to appropriate officials.
- Indexes meeting topics for cross-reference filing.
- Types ordinance amendments, resolutions, letters, and reports.
- Collects agenda material, prepares and assembles agendas for meetings.
- Provides assistance in preparing ordinance amendments.
- Prepares legal advertisements.
- Composes proclamations and certificates.
- Arranges meetings, schedules appointments; handles correspondence for the Mayor and members of the City Council.
- Maintains roster of terms of boards and commissions members.
- Assists with the preparation of reports and correspondence.
- Handles a variety of routine administrative tasks related to Board or Council actions.
- Assists with the elective process.
- Maintains City Code and minutes and agenda subscription lists.
- Assists with Code update.
- Operates standard office equipment and word processing equipment.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the functions and organization of the municipal government; thorough knowledge of the City's Charter, Code, ordinances, and regulations; thorough knowledge of standard office procedures, practices, and equipment; ability to research and prepare reports; ability to express ideas effectively, both

orally and in writing; ability to establish and maintain effective working relationships with City officials, employees and the general public; ability to take and transcribe dictation at a reasonable rate of speed.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. Two (2) years of experience in the operation of a personal computer in an administrative support capacity, preferably within municipal government; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.